

**UNAPPROVED**  
**VIRGINIA BOARD OF LONG TERM-CARE ADMINISTRATORS**  
**SPECIAL CONFERENCE COMMITTEE**

The Special Conference Committee of the Virginia Board of Funeral Directors and Embalmers convened on July 21, 2009, at the Department of Health Professions, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Hearing Room 2, Henrico, Virginia.

**MEMBERS** Mary Smith, NHA, Chair  
**PRESENT:** Randy Scott, NHA, Board Member

**STAFF PRESENT:** Lisa R. Hahn, Executive Director  
Kathy Truesdale, Compliance Case Manager  
Anne Joseph, Deputy Director - APD

**CONFERENCE** **Robin L. Church, ALFA**  
**SCHEDULED:** **License Number: 1706-000343 Case Number: 125606**

**CALL TO ORDER:** Ms. Smith called the conference to order at 1:13 p.m.

**DISCUSSION:** Ms. Church appeared before the Committee in person in accordance with the notice of the Board dated June 11, 2009. Ms. Church was not represented by counsel.

The Committee reviewed the allegations in the notice of informal with Ms. Church that she may have violated the laws and/or regulations governing the practice of assisted living facility administrator.

**CLOSED SESSION:** Mr. Scott moved that the Special Conference Committee of the Board of Long-Term Care Administrators convene a closed meeting pursuant to Section §2.2-3711(A)(28) of the *Code of Virginia* for the purpose of deliberation to reach a decision in the matter of Robin Church, ALFA. Additionally, Mr. Scott moved that Ms. Hahn, Ms. Truesdale, and Ms. Joseph attend the closed meeting because their presence in the closed meeting was deemed necessary and would aid the Committee in its deliberations. The motion was seconded and carried unanimously.

**OPEN SESSION:** The Committee reconvened in open session.

Mr. Scott moved that the Special Conference Committee of the Board of Long Term Care Administrators certify that it heard, discussed or considered only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and only such public business matters as were identified in the motion by which the closed meeting was convened. The motion was seconded and carried unanimously.

**ACTION:** Ms. Smith moved to have Ms. Joseph read the decision adopted by the Committee. The motion was seconded and carried unanimously.

Robin Church, ALFA shall be noticed to appear at a Formal Hearing of the Board of Long-Term Care Administrators.

**ADJOURNMENT:** The Committee adjourn this case at 2:25 p.m.

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Mary Smith, NHA, Chair

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Lisa R. Hahn, Executive Director

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Date

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Date